

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 8, 1979

ALL-COUNTY LETTER NO. 79-2

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL SERVICES CHARACTERISTICS SURVEY

## REFERENCE:

The California Legislature has directed the Department of Social Services (DSS) to do comprehensive social services planning (AB 1642, Chapter 1235). In order to begin planning, DSS must have a data base for the Title XX programs which can be used in making policy decisions, fiscal analysis and estimating.

It has been determined that the most feasible method of obtaining the above information in the time allowed is to conduct a one-time, one-page survey. The survey will be conducted by Data Management and Analysis Bureau (DMAB) staff. A statewide random sample of approximately 1,500 cases will be drawn by the counties in accordance with the prescribed sampling instructions. Survey questionnaires will be completed by county staff, then returned to DMAB for processing.

A report must be made to the Legislature by May 15, 1979. In order to meet this deadline, stringent time constraints must be observed; there is no allowance for slippage at any point. The time schedule calls for distribution of sampling instructions and survey materials by January 15, 1979. Completed surveys must be returned within 30 days, by February 15, 1979.

As a first step in executing the survey, please assign the responsibility for coordinating the project in your county to one individual. The duties of this coordinator will be to oversee the sampling, to distribute the surveys to the case carrying workers, respond to questions and review the documents for completeness.

Please telephone the name, title, office address, and telephone number of your county coordinator by January 10, 1979, to Rita Manriquez, (916) 322-2230.

We need your assistance in carrying out this survey in a timely manner; we will provide you with the results once they are tabulated. We appreciate your cooperation and look forward to working with you on this crucial project.

Sincerely,

MARION J. WOODS  
Director